STATE OF VERMONT
Agency of Administration

POLICY MANUAL IRMAC INFORMATION RESOURCE MANAGEMENT ADVISORY COUNCIL	ORIGINAL POLICY ADOPTED BY IRMAC DATE: 05/13/02	ORIGINAL POLICY NUMBER
	EFFECTIVE DATE 7/23/02	IDENTIFIER

STATUTORY REFERENCE OR
OTHER AUTHORITY: **IRMAC Resolution,**
State of Vermont
Personnel Policies and Procedures
Number 11.7 - ELECTRONIC COMMUNICATIONS AND INTERNET USE

APPROVAL DATE: 7/23/02

APPROVED BY:

POLICY TITLE: **Anti–Virus Protection for Desktops & Servers**

POLICY STATEMENT:

This policy applies to all Agencies or Departments and third-party business relationships that require access to non-public agency resources. This includes, but is not limited to, desktop computers, laptop computers, proxy servers, and any file and print servers. In addition, all e-mail gateway providers must conduct centralized virus checking for email messages processed.

All Agency or Department PC-based computers must have standard, supported anti-virus software installed and configured to offer real-time protection, including scanning of removable media, and full disk drive scans to run at regular intervals of at least once a month. In addition, the following steps must be performed:

1. The anti-virus software must be kept up-to-date;
2. Virus pattern files must be updated on at least a bi-weekly basis, daily is recommended;
3. A defined process must be in place to allow for real-time updating of virus pattern files during times of a specific threat.

FINAL

Agencies or Departments are responsible for creating procedures that ensure anti-virus software is installed, operational, and computers are verified as virus-free. Additionally, Agencies or Departments are responsible for developing policies that address virus protection measures for remote users.

Virus-infected computers must be removed from the network until they are verified as virus-free, for further information refer to the CSIRT incident response procedures.

Compliance schedule:

Procedures, installation and configuration of software:

Desktop machines (as listed above): 01/01/2003

Servers (as listed above): 04/01/2003

PURPOSE/COMMENT: The intention of this policy is to establish requirements, which must be met by all computers connected to GOVnet networks to ensure effective virus detection and prevention.